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ABSTRACT

This manual was developed for use as a "how to" training device and provides a step-by-step introduction to using AppleWorks in the database mode. Instructions are given to prepare the original database with the headings of the user's choice. Inserting information records in the new database is covered, along with changing the layout of the database after several records have already been entered. Each step of the entire operation is accompanied by views of the screen. The guide can be used with either Apple IIe or IIGS computers with dual disk drives and an 80-column card. This instruction manual uses AppleWorks version 1.3. (MVL)

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BUILDING HIGH SCHOOL SCIENCE DEPARTMENT INVENTORY RECORDS

USING THE APPLEWORKS DATA BASE SUBPROGRAM AND APPLE IIe OR GS COMPUTERS

ED307115

By

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INTRODUCTION

"Building High School Science Department Inventory Records Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two ,disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.

2. A Duodisk drive or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Identify the location of slots 1 and 2 of the Duodisk drive or the difference between drives 1 and 2 of some other drive arrangement.

3. Bootup the AppleWorks program.

4. Format blank data disks (blank, unused disks must be formatted before information can be stored on them). This task may be accomplished using the AppleWorks program "Main Menu" option 5 (Other Activities) and option 5 of the "Other Activities" menu.

After building a file like the one described in this document, users should be able to set up data base files like the one described herein. Once a data base file, like the one described here, has been constructed and saved on a data disk users should attempt to modify the file such that it will better fit their individual needs. Additional guidance in this regard may be found in the AppleWorks manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS **DIRECTIONS**

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

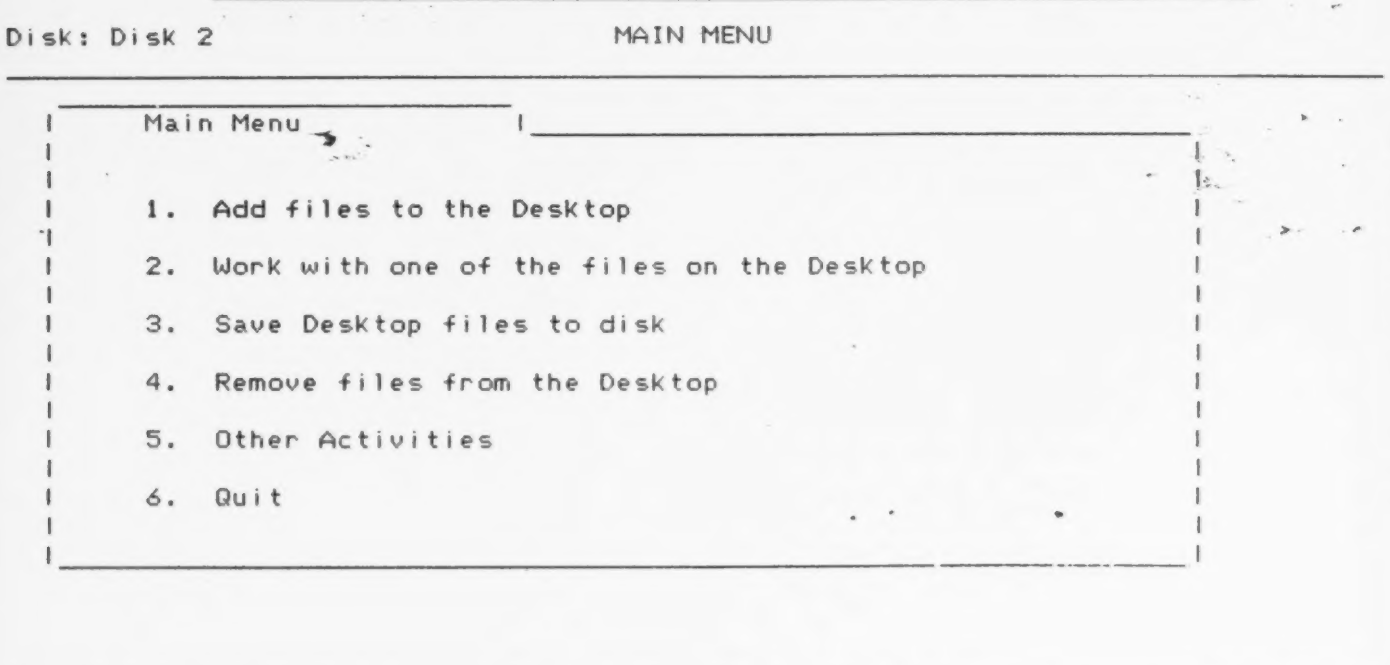
Disk: Disk 2
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

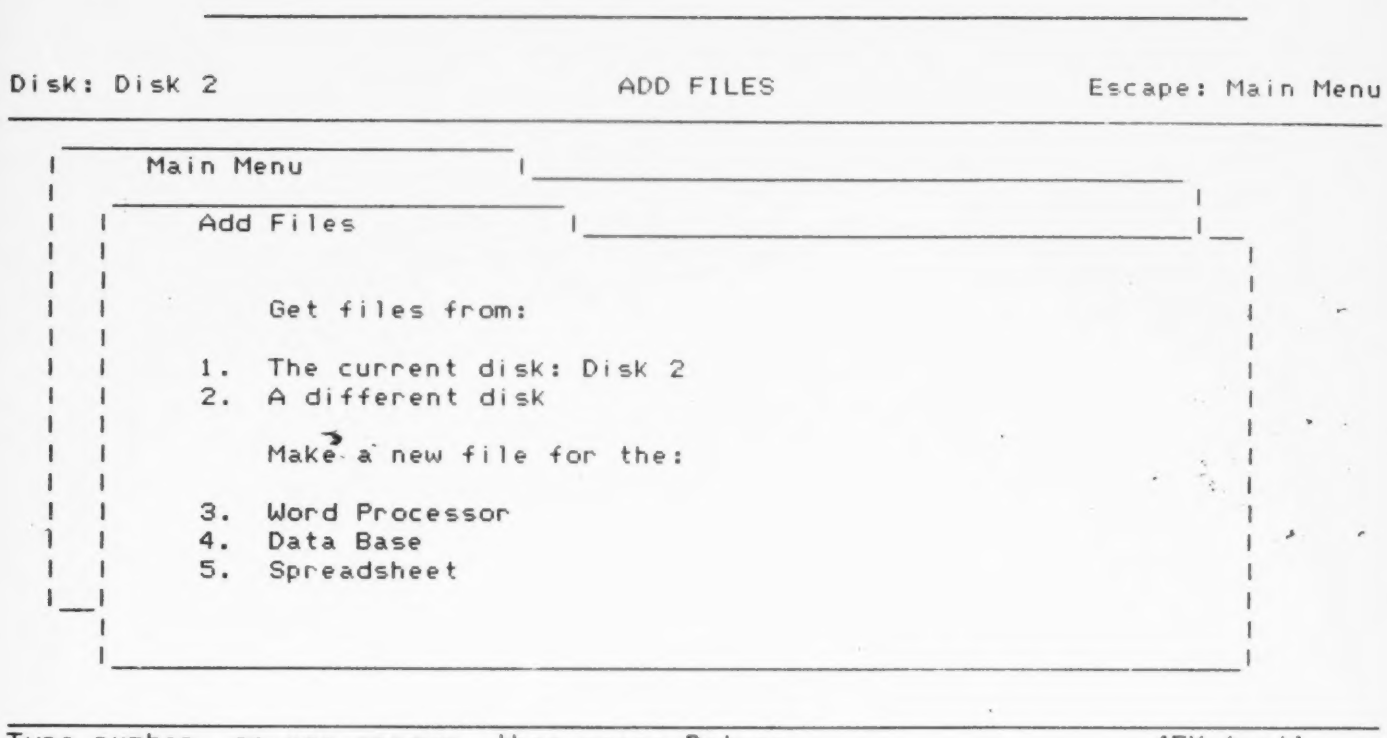

Figure 2. The Screen After Selecting, the "Add Files to the Desktop" Option.

03. SELECTING DATA BASE. Select "Data Base" from the "Add Files" menu as follows:

a. Press the numeral "4" key.

b. Press the RETURN key once. This action should bring you to the "Data Base" menu and the screen will appear as does the picture in Figure 3.

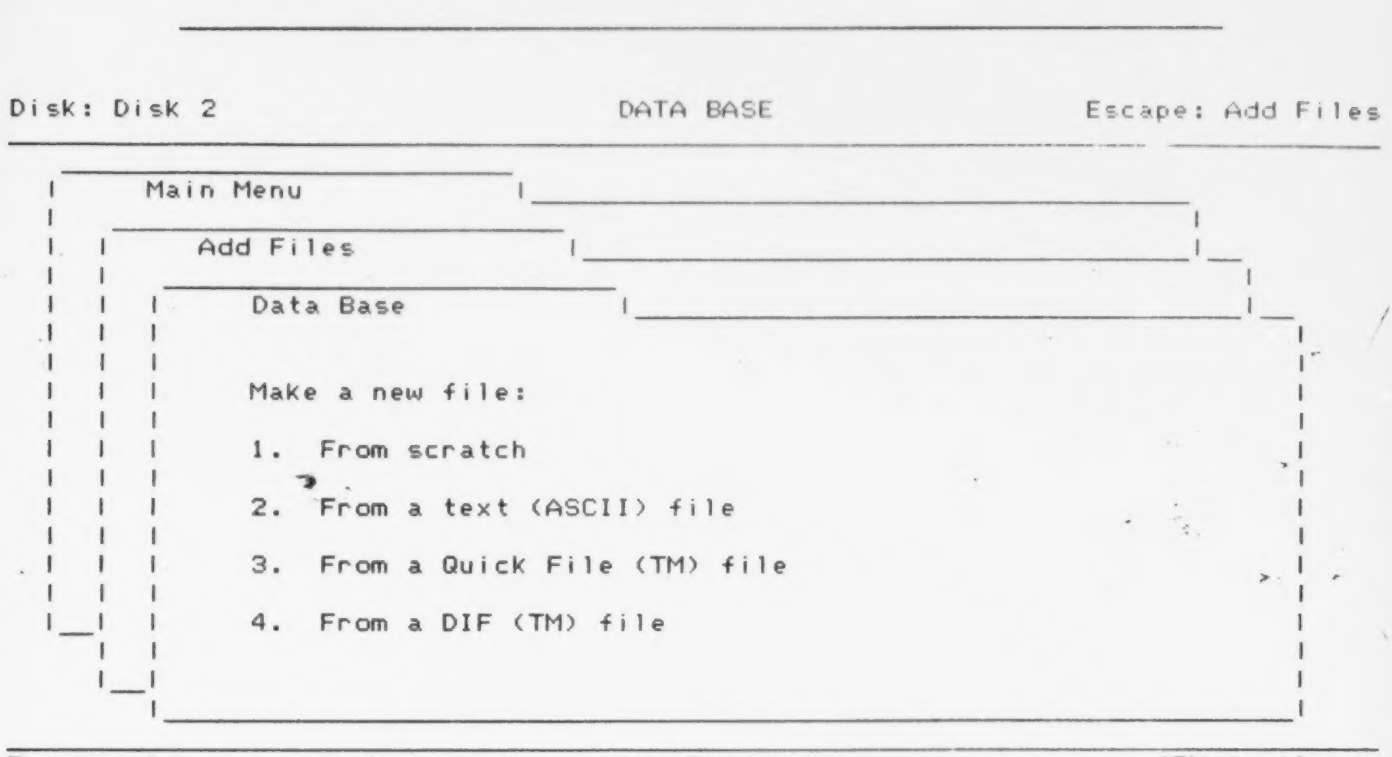

Figure 3. The "Data Base" Menu.

04. If you have successfully reached this point, jump to step 07.

05. SELECTING A DIFFERENT DRIVE. If the screen looks like the picture shown in Figure 4 (note the #1 in the upper left corner of the Figure), select option #2, "A different disk," from the "Main Menu." To do this:

Figure 4. Computer Screen With "Disk: Disk 1" Selected.

a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 5.

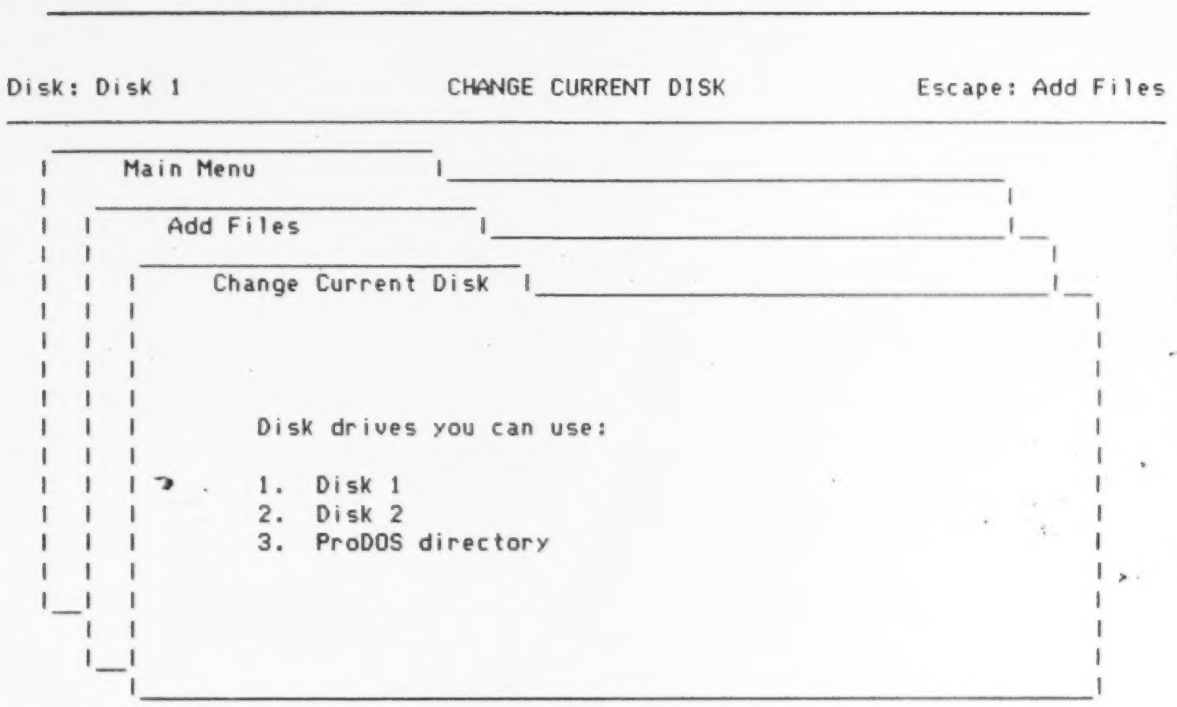

Figure 5. The Screen After Choosing, "A different disk" Option.

c. Select option #2, "Disk 2" by pressing the DOWN-ARROW key once followed by the RETURN key once. The screen should have changed following this action so that it appears as it did in Figure 2.

06. STEP 03. Now, complete step 03 and then jump to step 07.

07. SELECTING FROM SCRATCH. With the screen appearing as it does in Figure 3 select option #1 (it is high lighted),"From scratch." To do this:

a. Press the RETURN key once. The picture you see on the screen will change so that it looks like the one shown in Figure 6 below.

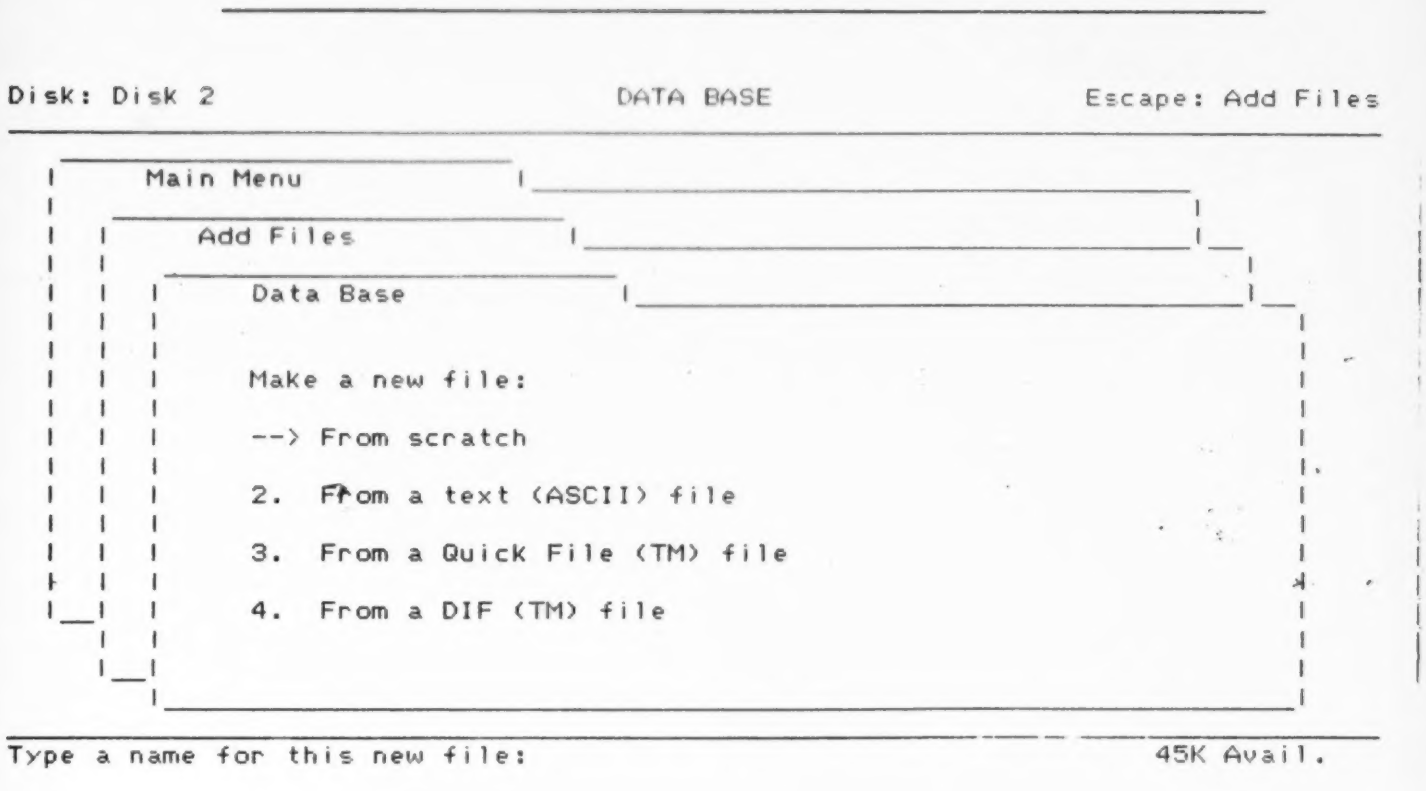

Figure 6. The Screen Showing The "From Scratch" Option Of The "Data Base" Menu Selected.

08. NAMING THE FILE. Directions at the bottom of the screen tell you to name the the new file. To do this:

a. Type "SCIENCE INV." The screen will now be identical to the picture shown in Figure 7.

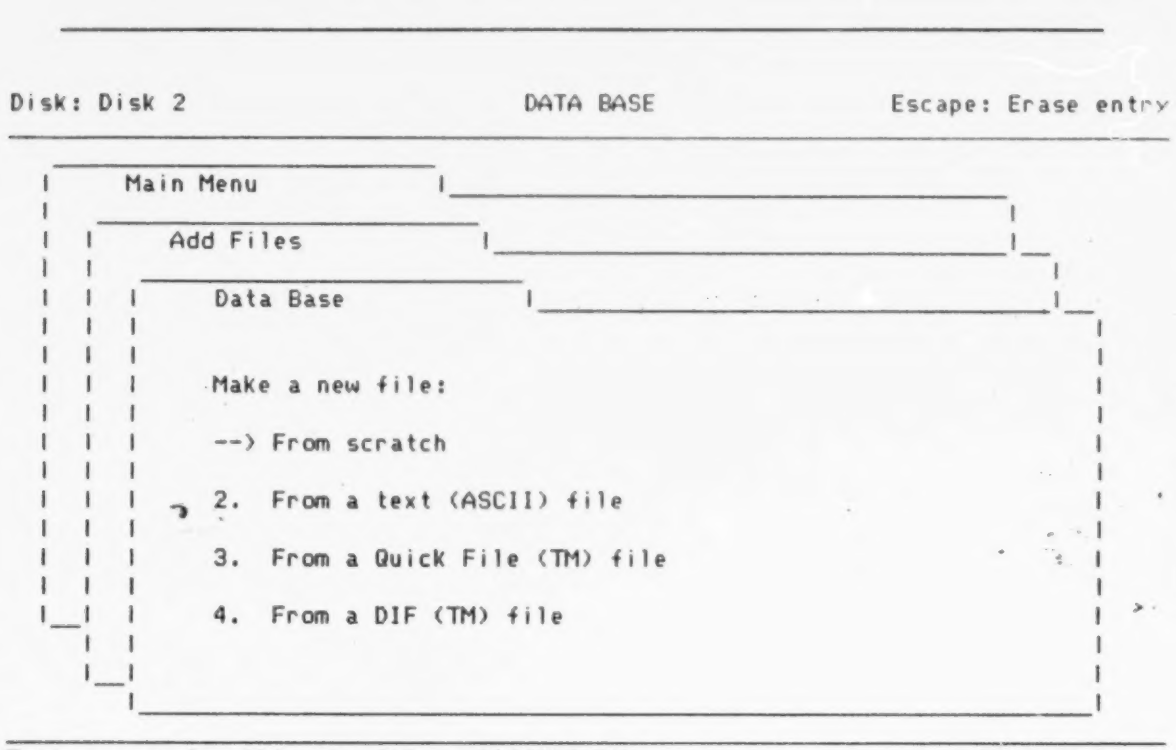

Figure 7. The Monitor Screen Showing The File Name.

b. Press the RETURN key once. The screen should look like the picture shown in Figure 8.

```
File: SCIENCE INV          CHANGE NAME/CATEGORY     Escape: Review/Add/Change

Category names
================================================================================
Category 1                                  |
                                            | Options:
                                            |
                                            | Change category name
                                            | Up arrow    Go to filename
                                            | Down arrow  Go to next category
                                            | ?-I         Insert new category
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
--------------------------------------------------------------------------------
Type entry or use ? commands                                        55K Avail.
```

Figure 8. The Computer Screen Showing The Basic Data Base File Prior To The Insertion Of Category Names.

09. CHANGING CURSORS. Insure that you are using the blinking block cursor and not the blinking line cursor. If the monitor screen shows a blinking line cursor, press the OPEN-APPLE and "E" keys at the same time to switch to the blinking block cursor (to switch back to the blinking block cursor, press the OPEN-ARROW and "E" keys at the same time).

10. INSERTING CATEGORY NAMES. Insert the first category name. This is accomplished as follows:

a. Press the CAPS-LOCK key down so that the machine will type only capital letters.

b. Type "ITEM."

c. Press the SPACE-BAR several times to erase the remaining letters and number in the original "Category 1."

```
File: SCIENCE INV          CHANGE NAME/CATEGORY     Escape: Review/Add/Change

Category names
==========================================================================
ITEM                                    |
                                        | Options:
                                        |
                                        | Change category name
                                        | Up arrow    Go to filename
                                        | Down arrow  Go to next category
                                        | ∂-I         Insert new category
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
--------------------------------------------------------------------------
Type entry or use ∂ commands                                    55K Avail.
```

Figure 9. The Computer Screen After Typing "ITEM

d. Press the RETURN key once. The screen should look like Figure 10.

e. Type, "DESCRIPTION," and then press the RETURN key once. See Figure 11.

```
File: SCIENCE INV          CHANGE NAME/CATEGORY     Escape: Review/Add/Change

Category names
==========================================================================
ITEM                                    |
                                        | Options:
                                        |
                                        | Type category name
                                        | Up arrow   Go to previous category
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
--------------------------------------------------------------------------
Type entry or use ? commands                                    55K Avail.
```

Figure 10. The Computer Screen After Entering The "ITEM"

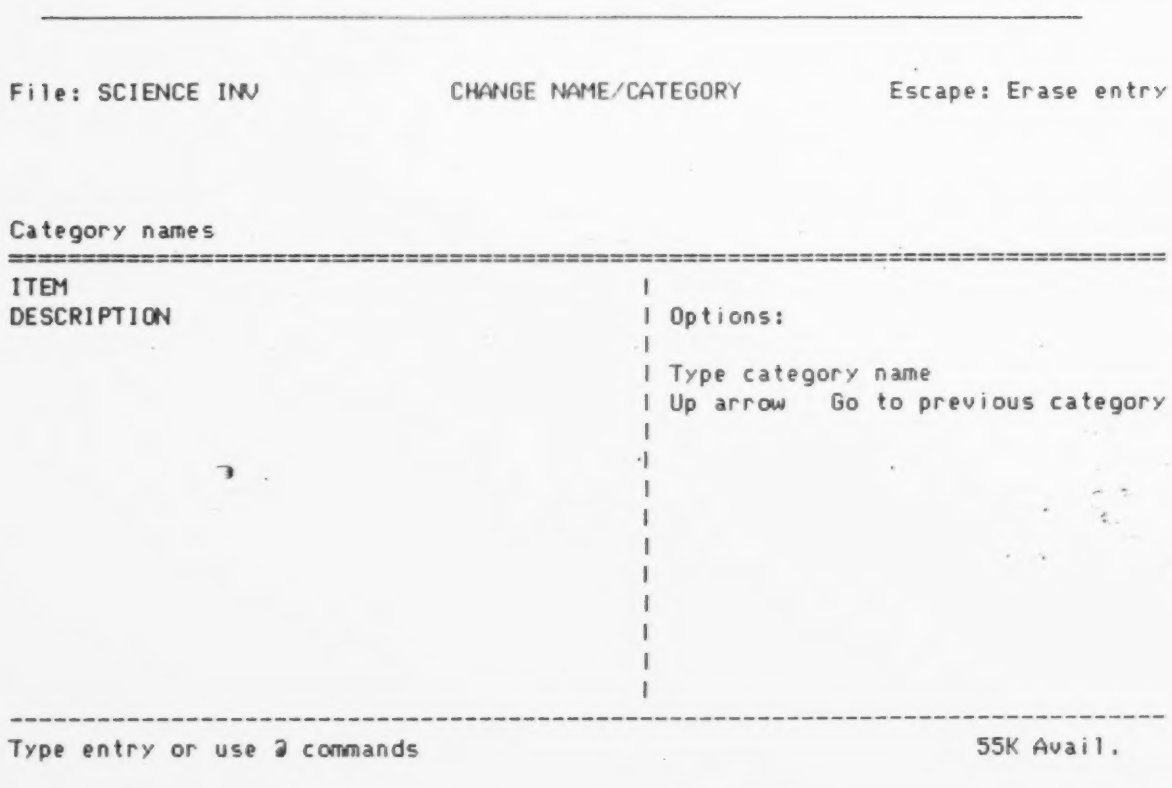

Figure 11. The Monitor Screen After Entering The "DESCRIPTION" Category.

f. Insert additional categories titled "IDENTIFICATION NO, QTY, STORAGE LOCATION, SOURCE" and "COURSE/S" Press the RETURN key once after typing each category name as was done above. The screen should look like the picture in Figure 12. At this point, the cursor is located on the line below "COURSE/S."

```
File: SCIENCE INV          CHANGE NAME/CATEGORY     Escape: Review/Add/Change

Category names
==========================================================================
ITEM                                    |
DESCRIPTION                             | Options:
IDENTIFYING NO                          |
QTY                                     | Type category name
STORAGE LOCATION                        | Up arrow   Go to previous category
SOURCE                                  |
COURSE/S                                |
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
--------------------------------------------------------------------------
Type entry or use ? commands                                    55K Avail.
```

Figure 12. The Computer Screen Showing 7 Categories.

g. Press the ESC (escape) key once. The screen now looks like the picture shown in Figure 13.

```
File: SCIENCE INV          REVIEW/ADD/CHANGE          Escape: Main Menu

Category names
==========================================================================

                    This file does not yet contain
                    any information.  Therefore, you
                    will automatically go into the
                    Insert New Records feature.

--------------------------------------------------------------------------
Press Space Bar to continue                                    55K Avail.
```

Figure 13. The Computer Screen After Escaping From The "CHANGE NAME/CATEGORY" Function.

h. Press the SPACE-BAR once. The screen changes so that it appears like the screen shown in Figure 14 and the file is ready for the entry of real data.

```
File: SCIENCE INV              INSERT NEW RECORDS     Escape: Review/Add/Change

Record 1 of 1
================================================================================
ITEM: -
DESCRIPTION: -
IDENTIFYING NO: -
QTY: -
STORAGE LOCATION: -
SOURCE: -
COURSE/S: -

--------------------------------------------------------------------------------
Type entry or use @ commands                                        55K Avail.
```

Figure 14. The Computer Screen Showing A Blank Record In The File.

11. DATA ENTRY. Insert data in the first two records. This accomplished as follows:

a. Type the information to be entered in a category.

b. Press the RETURN key once.

c. Type information in the next category and press the RETURN key once.

d. Use the UP-ARROW key after pressing the RETURN key to return to a category where a mistake has been made.

e. Complete the first record (make an entry in every category). An example of a complete record is shown in Figure 15.

File: SCIENCE INV INSERT NEW RECORDS Escape: Erase entry

Record 1 of 1

ITEM: Beaker
DESCRIPTION: 250ML
IDENTIFYING NO: None
QTY: 25
STORAGE LOCATION: C-3-8
SOURCE: Carolina
COURSE/S: Chemistry, Biology

Type entry or use ? commands 55K Avail.

Figure 15. The Computer Screen Showing A Completed Record.

f. If the computer does not move automatically from record 1 to record 2, follow the directions on the monitor screen. See Figure 16.

```
File: SCIENCE INV              INSERT NEW RECORDS      Escape: Review/Add/Change


Record 2 of 2
================================================================================
ITEM: -
DESCRIPTION: -
IDENTIFYING NO: -
QTY: -
STORAGE LOCATION: -
SOURCE: -
COURSE/S: -




--------------------------------------------------------------------------------
Type entry or use ? commands                                          55K Avail.
```

Figure 16. The Monitor Screen Showing A Blank Record 2

g. Complete record 2. The screen should appear similar to the example shown in Figure 17.

File: SCIENCE INV INSERT NEW RECORDS Escape: Erase entry

Record 2 of 2

ITEM: Slide
DESCRIPTION: Mitosis
IDENTIFYING NO: 32185
QTY: 20
STORAGE LOCATION: A-2-8
SOURCE: Wards
COURSE/S: Life Science, Biology

Type entry or use ? commands 55K Avail.

Figure 17. An Example Of Completed Record 2.

12. COMPUTER FORMAT CHANGE. After inserting information in the first two records, press the OPEN-APPLE and the "Z" (zoom) keys at the same time. The screen will now appear similar to the example provided in Figure 18 (if you want to return to the original format, press the OPEN-APPLE and the "Z" again).

File: SCIENCE INV REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

ITEM	DESCRIPTION	IDENTIFYING NO	QTY	STORAGE LOCATIO
Beaker	250ML	None	25	C-3-8
Slide	Mitosis	32185	20	A-2-8

Type entry or use ∂ commands ∂-? for Help

Figure 18. The Monitor Screen After A Format Change.

13. LAYOUT CHANGE. Press the OPEN-APPLE and the "L" (layout) keys at the same time. This action will allow changes in the column widths and the like to be made. See Figure 19.

File: SCIENCE INV CHANGE RECORD LAYOUT Escape: Review/Add/Change

--> or <-- Move cursor
> @ < Switch category positions
--> @ <-- Change column width
@-D Delete this category
@-I Insert a previously deleted category

ITEM	DESCRIPTION	IDENTIFYING NO	QTY	STORAGE LOCATIO
Beaker	250ML	None	25	C-3-8
Slide	Mitosis	32185	20	A-2-8

More --->
Use options shown above to change record layout 55K Avail.

Figure 19. Picture Of The Change Layout Menu.

a. Alter the file to fit your desires by following the directions provided on the screen. See Figure 20.

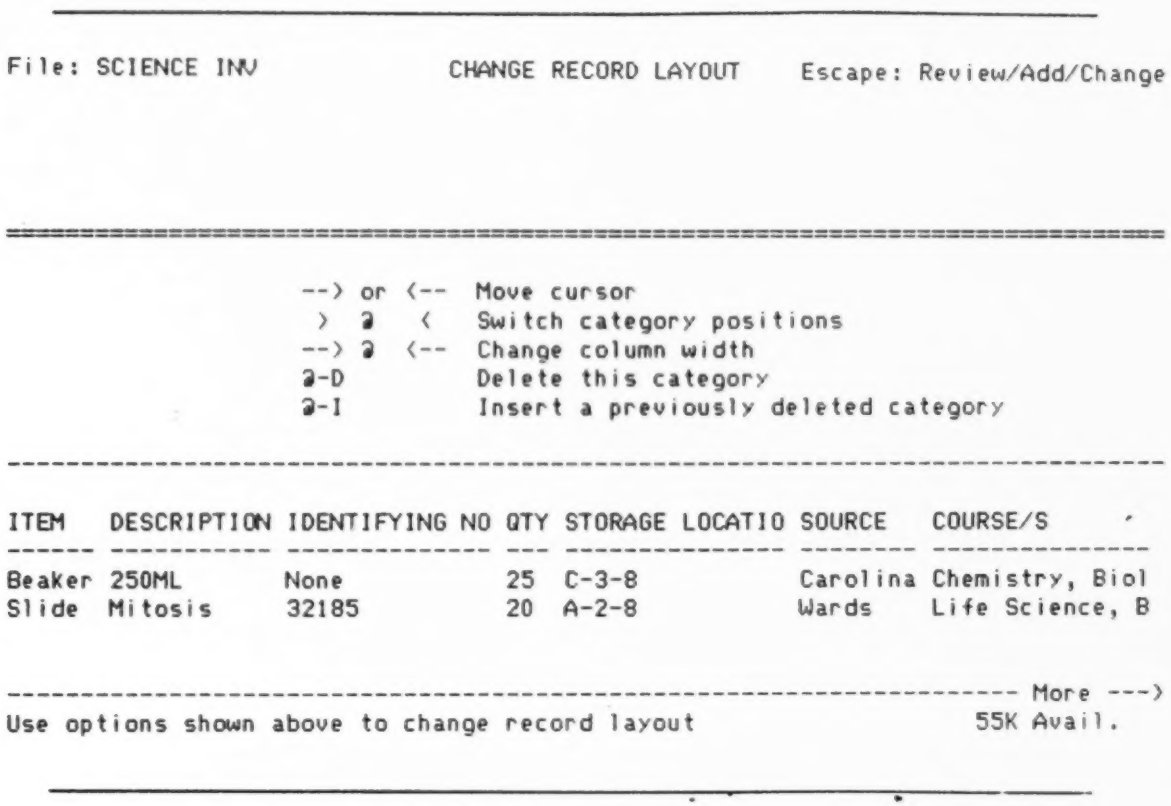

Figure 20. Example Of An Altered Layout.

b. Press the ESC key once. The screen will appear similar to the example shown in Figure 21.

File: SCIENCE INV CHANGE RECORD LAYOUT Escape: Review/Add/Change

What direction should the cursor go when you press Return?

1. Down (standard)
2. Right

ITEM	DESCRIPTION	IDENTIFYING NO	QTY	STORAGE LOCATIO	SOURCE	COURSE/S
Beaker	250ML	None	25	C-3-8	Carolina	Chemistry, Biol
Slide	Mitosis	32185	20	A-2-8	Wards	Life Science, B

More --->

Type number, or use arrows, then press Return 55K Avail.

Figure 21. Step One Of The Escape The "CHANGE RECORD LAYOUT" Process.

c. Press the ESC key once (a second time). The monitor screen changes to appear similar to the example in Figure 22.

File: SCIENCE INV REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

ITEM	DESCRIPTION	IDENTIFYING NO	QTY	STORAGE LOCATIO	SOURCE	COURSE/S
Beaker	250ML	None	25	C-3-8	Carolina	Chemistry, Biol
Slide	Mitosis	32185	20	A-2-8	Wards	Life Science, B

Type entry or use ∂ commands ∂-? for Help

Figure 22. The Monitor Screen Showing The Inventory File.

14. FILE SAVE. Press the OPEN-APPLE and the "S" keys at the same time to save the file on a the data disk in slot or drive two.

15. ADDITIONAL DATA ENTRY.

a. Press the OPEN-APPLE and the "Z" keys at the same time to switch formats.

b. Press the RETURN key several times to move to the bottom of record 2. See Figure 23; follow the directions on the screen.

File: SCIENCE INV INSERT NEW RECORDS Escape: Review/Add/Change

Selection: All records

Record 2 of 2

You are now past the last record
of your file and can now start
typing new records at the end.

Do you really want to do this? No Yes

Figure 23. The Screen After Passing Record 2.

c. Press The RIGHT-ARROW key once.

d. Press the RETURN key once. The screen should appear like the picture in Figure 24.

File: SCIENCE INV INSERT NEW RECORDS Escape: Review/Add/Change

Record 3 of 3

ITEM: -
DESCRIPTION: -
IDENTIFYING NO: -
QTY: -
STORAGE LOCATION: -
SOURCE: -
COURSE/S: -

Type entry or use ? commands 55K Avail.

Figure 24. Record 3.

16. FILE SAVE. Press the OPEN-APPLE and the "S" keys at the same time to save the file.

17. RETURN TO MAIN MENU. Return to the "Main Menu" by pressing the ESC key once.